



Barleyhurst Park Primary School.
Forfar drive, Bletchley, Milton Keynes, MK3 7NA.
Telephone: 01908 378291

www.barleyhurstpark.com
E-mail: office@barleyhurstpark.com
Headteacher: Mrs Wendy Smith Bed (Hons) NPQH.

Business Support Manager Grade F (FTE: £33,119-£37563) Actual:£23,899-£27106
Barleyhurst Park Primary School is looking for an experienced Business Support Manager
for 30 hours a week, 40 weeks of the year (more hours available for the right candidate)

The successful candidate requires experience and extensive knowledge of financial systems. They would need to be highly organised in their day-to-day work, be able to prioritise effectively, use their own initiative and meet deadlines. They will need to negotiate, manage and monitor contracts, tenders and agreements. Ideally, they should have experience of working within a school environment, although this is not essential.

This is a fantastic opportunity for someone to join our committed school team and to improve systems within the office. Governors strongly support opportunities to undertake further training. Visits to the school are welcome.

To arrange a visit or to request an application form or for further details of the role, please contact the school office.

*Barleyhurst Park Primary School is fully committed to safer recruitment practice. Pre-employment checks will **always** be undertaken before any appointment is confirmed. All prospective employees are subject to enhanced DBS check. We are an Equal Opportunities employer. All applicants must submit a completed application (CVs not accepted). Online searches may be carried out on shortlisted candidate as part of our due diligence checks.*

Closing date: Monday 12th October

Please note we reserve the right to close the advert early if we receive suitable applications before the closing date.

Interviews: TBC